



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
1510 GILBERT ST.
NORFOLK, VA 23511-2737

IN REPLY REFER TO:

COMNAVREGMIDLANTINST 1770.1A

N12

16 OCT 2006

COMNAVREG MIDLANT INSTRUCTION 1770.1A

From: Commander, Navy Region, Mid-Atlantic

Subj: CASUALTY ASSISTANCE CALLS PROGRAM (CACP)

Ref: (a) DoD 1300.18
(b) OPNAVINST 1770.1
(c) MILPERSMAN 1770
(d) BUMEDINST 5360.1
(e) CNIC WASHINGTON DC 282111Z Sep 06

Encl: (1) Casualty Assistance Calls Program (CACP)
(2) Procedure for CACP Action for Hampton Roads Area Activities and list of Participating Hampton Roads Area Activities
(3) Participating Activities Areas of Responsibility for Casualty Assistance Calls/Funeral Honors Support Programs (CACP/FHS) (outside Hampton Roads Area)
(4) Subarea Coordinators
(5) Mass Casualty Response Plan
(6) Command Information Sheet Format
(7) NAVPERS Form 1770/7
(8) Reimbursement Instructions

1. Purpose. To prescribe procedures and assign responsibility for implementing the Navy's Casualty Assistance Calls Program (CACP) within Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT), area of responsibility (AOR), in accordance with references (a) through (e).

2. Cancellation. COMNAVREGMIDLANTINST 1771.1 and COMNAVREGNEINST 1770.2A. Effective 1 October 2006, COMNAVREG MIDLANT consolidates with the Northeast Region, therefore, this instruction revises the AOR, includes guidelines for assignment of Casualty Assistance Calls Officers (CACO), and clarifies procedures for submission of travel claims for expenses incurred while performing CACO duties. This is a complete revision and shall be reviewed in its entirety.

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3. Background. The Navy's CACP was initiated by Navy Personnel Command (COMNAVPERSCOM) to provide personal notification and/or necessary assistance (within practical limitations) to the Primary Next of Kin (PNOK) and/or the Secondary Next of Kin (SNOK) of those Navy personnel who become a casualty while on active duty or active duty for training. This program also provides for personal notification and/or necessary assistance to specific former Navy personnel, certain dependents, members of other Armed Forces serving with or attached to Navy commands, and civilians serving with or attached to Navy commands.

4. Policy. The CACP assists and guides the families of our servicemembers upon whom tragic circumstances have fallen. Regardless of the circumstances of the casualty, our response and assistance to these families will be handled with priority and the utmost understanding and sensitivity. Commanders at all levels will respond to the program's intended spirit and humanistic guidelines to ensure that every reasonable effort is made to help these families. Enclosure (1) provides specific guidance.

5. Scope

a. By reference (b), and reference (e), which defines the Post-BRAC CONUS Regional Areas of Responsibilities and Geographic Boundaries, the COMNAVREG MIDLANT is assigned as the CACP Coordinator for the states of Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, portions of Kentucky, Maryland, South Carolina, and Canada. Enclosure (2) depicts the list of participating COMNAVREG MIDLANT subordinate activities for regional CACOs within the Hampton Roads Area. Enclosure (3) depicts AOR and responsible activities outside the Hampton Roads Area for the Mid-Atlantic Region.

b. Commander, Navy Region, Mid-Atlantic, retains the responsibility for implementation of the CACP within the Mid-Atlantic Area and hereby establishes Subarea Coordinators, as depicted in enclosure (4), who shall:

(1) Assign or reassign CACOs from shore commands within their Subarea of responsibility, as required for the efficient execution of the program in their Subarea of responsibility, or when directed by the COMNAVREG MIDLANT Program Manager (PM).

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(3) Ensure that COMNAVREG MIDLANT PM is notified in a timely manner of all CACO assignments, next of kin (NOK) notification, and any information pertinent to the program's operation in their Subarea of responsibility.

(4) Maintain an accurate, up-to-date file on all cases within its geographical Subarea of responsibility, and ensure all required reports are maintained, and NAVPERS Form 1770/7 reports are submitted to the Regional Office.

(5) Implement a Mass Casualty Contingency Plan, as directed by the PM; Enclosure (5) refers.

6. Training

a. All commands shall have, at a minimum, two trained and capable CACOs. For commands of 50 or less personnel, a minimum of one junior officer and one senior enlisted CACO are essential to cover periods of training, leave and other absences, and shall be assigned. For each additional 100 personnel (permanent and/or transient) assigned, add one junior officer and one senior enlisted CACO, up to a total of 10 CACOs. Substitution of junior officers and chief petty officers, as appropriate for the mix of personnel assigned, is acceptable.

b. COMNAVREG MIDLANT Regional PM will promulgate a formal training schedule for each calendar year via naval message.

c. Forms, training manual, and CACO information is available at <http://www.cnrma.navy.mil> under CACO/FHS.

7. Naval Disasters or Accidents (Death/Injury) To More Than Fifteen Personnel

a. When there are numerous assignments to be made for personal notifications/CACOs in the Hampton Roads Area, the alphabetical rotation responsibility, as listed in enclosure (2), is suspended. To avoid any one activity being overloaded, the COMNAVREG MIDLANT Regional PM will disperse assignments among the listed participating activities and appropriate Type Commanders (TYCOM) on an equitable basis.

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b. Generally, when an incident of this nature occurs, COMNAVPERSCOM (PERS N152) will alert the appropriate regional PMs. The PM will immediately alert all activities and levy requirements for CACOs and Chaplains to be placed in an immediate standby status, pending receipt of names and addresses of personnel and their NOK.

8. Action. Activities listed in enclosures (2) and (3) are to provide an information sheet for the management of the CACP/FHS within COMNAVREG MIDLANT AOR using the format contained in enclosure (6). Information sheets should be forwarded upon receipt of this instruction, and annually every 31 January thereafter, or as changes occur, to COMNAVREG MIDLANT (N12), 1510 Gilbert Street, Norfolk, VA 23511-2737. The AORs in enclosure (3) also depict funeral honors responsibility.

9. Questions can be directed to the Regional PM, CACP, at (757) 322-2817/2831, or DSN 262-2817/2831, or Toll Free 1-866-203-7791, Ext. 2, during normal business hours (0700-1600). Requests for immediate assistance after hours should be directed to the Regional Operations Center (ROC) (757) 322-2609.



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Distribution: Electronic only, via COMNAVREG MIDLANT Web site
<https://www.cnrma.navy.mil/>

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CASUALTY ASSISTANCE CALLS PROGRAM

1. Background. In all cases of death, missing, or Duty Status Whereabouts Unknown (DUSTWUN) status, a Casualty Assistance Calls Officer (CACO) shall be designated to assist the PNOK and/or SNOK, as prescribed in references (c) and (d). Responsibility for assignment of CACO is listed in paragraph 2c., below. General guidelines for notification are as follows:

a. CACO proceeds in Government vehicle in the company of another servicemember, preferably a Chaplain.

b. Notification shall be effected immediately, but no later than 24 hours from casualty.

c. CACO calls are made between the hours of 0600 and 2400 for non-hostile casualties, 24/7 for hostile casualties.

d. Notification by a police department does not constitute official Navy notification, therefore a Navy CACO is required to notify the NOK by personal visit.

e. Uniform for notification visit is Service Dress Blue or Summer White.

2. Procedure

a. Assignment of Potential CACOs

(1) Commands at all levels shall assign at least one commissioned officer, with no less than 2 years active duty, not of the Chaplain Corps, or one senior enlisted (E-7 and above). Utilization of duty office personnel is not authorized.

(2) If a qualified E-7 and above is unavailable, and a suitable E-6 could fill the role of CACO, the command must immediately submit a Flag waiver request to the Regional CACO office before that E-6 may be assigned CACO duties.

(3) Commands at all levels should ensure individuals assigned CACO duties have a minimum of 1 year left at the command and are familiar with references (c) and (d) and this instruction prior to making contact with the PNOK and/or SNOK.

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b. Reporting of a Casualty. Reference (c) contains definitions, requirements, and procedures for initiating a Personnel Casualty Report (PCR). The PCR shall be submitted via E-Mail to mill_navycasualty@navy.mil, or as a naval message with IMMEDIATE precedence, by the Commanding Officer (CO) of the member who is a casualty. If a member becomes a casualty while away from their command, the naval activity first apprised of the circumstances shall initiate the PCR. That command should complete the PCR with as much information as known in order to effect immediate notification to NOK, and request the member's command complete the rest of the report. In cases where the member's command is unknown, include a statement that requests COMNAVPERSCOM (N152) notify the member's command to complete the report.

c. Assignment of CACOs for PNOK/SNOK

(1) For Hampton Roads Area Activities:

(a) If the casualty is a member of a shore activity, a ship, or an aviation activity in port within the Hampton Roads Area, and the NOK resides within a 50-mile radius, CACO responsibility lies with the member's command. In the case of a deployed unit, the TYCOM shall designate a subordinate command to assume CACO responsibility for the NOK residing locally.

(b) If the NOK resides within the COMNAVREG MIDLANT AOR within the Hampton Roads Area, but there is no parent command in the area, the Regional PM will determine the activity responsibility for CACP action using enclosure (2) as a rotational duty.

(2) For Activities Outside of The Hampton Roads Area (North Carolina to designated Canadian Provinces):

(a) If the NOK resides within the COMNAVREG MIDLANT AOR, but beyond the immediate vicinity of the member's command, the Regional PM will determine activity responsibility for notification of PNOK/SNOK using enclosure (3).

(b) If the NOK resides outside the COMNAVREG MIDLANT AOR, the Regional PM will contact the appropriate coordinator for that area.

(3) When an assigned CACO is deploying prior to completion of CACO duties, the CO shall ensure the case is referred to the appropriate TYCOM for reassignment of CACO.

d. Assignment of Standby CACO. Article 1770-160 of reference (c) directs assignment of Standby CACO for all active duty members when any of the following conditions exist:

(1) Member is placed on the very seriously ill/seriously injured list.

(2) Member is in imminent danger or loss of life, as defined by reference (c), Article 1770-080.

(3) Member is hospitalized overseas from NOK.

Assignment of Standby CACOs will be at the direction of COMNAVPERSCOM (N152). The Standby CACO will not contact the NOK unless directed by COMNAVPERSCOM (N152) or the CACP Regional PM.

e. Assignment of Courtesy CACO. Courtesy CACOs will be assigned as deemed necessary. These assignments will be made to assist the PNOK and/or SNOK of:

(1) Individuals seriously or very seriously ill/injured within CONUS for whom medical authorities have stated that the PNOK and/or SNOK presence is medically warranted. The Courtesy CACO's function will be to assist NOK with transportation from airport to hospital and/or reimbursement of bedside travel.

(2) When requested by COMNAVPERSCOM (N152).

f. While COMNAVREG MIDLANT retains the responsibility for implementation of the CACP within the Mid-Atlantic Area, this instruction hereby establishes Subarea Coordinators. Enclosure (4) depicts the designated Subarea Coordinators that will assist the Regional PM with the management and execution of the Program within their geographical Subarea.

g. Individual CACOs shall review their cases with the Regional CAC/FHS PM and provide monthly status reports until all benefits have been received by the NOK.

h. Commands are highly encouraged to provide the CACO with a Government vehicle and Government cell phone.

3. Reporting Requirements

a. The Casualty Assistance Calls Program Report (NAVPERS Form 1770/7), enclosure (7), will be submitted by the CACO to COMNAVPERSCOM via COMNAVREG MIDLANT (N12), as follows:

(1) An Initial report shall be forwarded to COMNAVREG MIDLANT (N12) immediately following the PNOK's and/or SNOK's application for all claims and benefits, but no later than 30 days from the casualty.

(2) Interim reports will be submitted every 30 days thereafter.

(3) A final report will be submitted to COMNAVREG MIDLANT (N12) immediately following notification from PNOK/SNOK that all benefits have been received, or when the PNOK/SNOK advise(s) the CACO their services are no longer required. Commander, Navy Region, Mid-Atlantic, N12, will endorse NAVPERS Form 1770/7 and forward to COMNAVPERSCOM to close the case.

4. CACO Reimbursement of Travel Expenses. CACO incurring personal expenses during their assignment will be reimbursed by COMNAVREG MIDLANT, as per the Joint Federal Travel Regulations (JFTR). Procedures and forms are contained in enclosure (8).

5. Notification of Next of Kin of Seriously Ill/Injured Personnel. Notification of both the PNOK/SNOK of personnel who become seriously ill/injured shall be made by the most expedient means available (usually by telephone), in accordance with reference (c). Responsibility for notification depends upon the location of hospitalization of the servicemember, as shown below:

<u>HOSPITALIZED IN</u>	<u>RESPONSIBILITY FOR NOTIFICATION</u>
Naval Medical Treatment Facility in CONUS	Commanding Officer, Naval Medical Medical Treatment Facility
Non-Naval Hospital in CONUS	Parent command/command holding service record.
Naval or Non-Naval Hospital Overseas or CONUS as a result of a naval disaster/accident.	Parent command/command holding service record. If unable or impractical, contact COMNAVPERSCOM for assistance.

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PROCEDURE FOR CACP ACTION FOR HAMPTON ROADS AREA ACTIVITIES

1. Participating activities in the Hampton Roads Area will institute a CACO Watchbill within their activity, identify a Command CACO Coordinator, and assign a POC for after-hours CACO assignment. Said Watchbill and POC will be provided to the Regional CACO Office on a quarterly basis, as follows:

15 September for OCT, NOV, and DEC

15 December for JAN, FEB, and MAR

15 March for APR, MAY, and JUN

15 June for JUL, AUG, and SEP

2. The activity will initiate a Personnel Casualty Report and provide CACP action for NOK that reside in the Hampton Roads Area for members of their own activity that have become a casualty.

3. In addition to providing a CACO when a command suffers a casualty, CACP responsibility will be rotated amongst Hampton Roads Area activities when a casualty occurs where there is no parent command in the Hampton Roads Area, and either PNOK or SNOK reside in the Hampton Roads Area, as well as during mass casualties. Responsibility may include, but is not limited to, the following actions:

a. Initiate the Personnel Casualty Report.

b. Assign a CACO to assist the NOK.

c. Coordinate the services of a Chaplain for accompanying CACO for the Notification Visit.

d. Assign a Standby CACO when requested by COMNAVPERSCOM via the Regional Program Manager (PM) (death imminent cases).

e. Assign a Courtesy CACO when requested by COMNAVPERSCOM via the Regional PM (Very Seriously Ill/Injured).

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4. Assignment of CACO will be on a rotational basis, in alphabetical order, as shown below:

PARTICIPATING HAMPTON ROADS AREA ACTIVITIES

1. FISC Norfolk
2. NAS Oceana
3. NAVFAC MIDLANT
4. NAVMEDCEN Portsmouth
5. NAVPHIBASE Little Creek
6. NAVSHIPYD Norfolk
7. NAVSTA Norfolk
8. NAVSUPPACT Norfolk
9. NCTAMS LANT
10. NMC CONUS EAST DIV Yorktown
11. The following activities will provide CACOs for their own communities when their units are deployed:
 - a. COMSUBLANT
 - b. COMNAVSURFLANT
 - c. COMNAVAIRLANT
 - d. COMSTRKFIGHTWINGLANT
 - e. COMAEWWINGLANT
 - f. COMNAVCONFORCOM

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**AREAS OF RESPONSIBILITY FOR CASUALTY ASSISTANCE CALLS/
FUNERAL HONORS SUPPORT PROGRAMS**

CONNECTICUT COUNTIES

FAIRFIELD	NAVSUBASE NEW LONDON CT
HARTFORD	NAVOPSPTCEN PLAINVILLE CT
LITCHFIELD	NAVOPSPTCEN PLAINVILLE CT
MIDDLESEX	NAVSUBASE NEW LONDON CT
NEW HAVEN	NAVSUBASE NEW LONDON CT
NEW LONDON	NAVSUBASE NEW LONDON CT
TOLLAND	NAVOPSPTCEN PLAINVILLE CT
WINDHAM	NAVSUBASE NEW LONDON CT

DELAWARE COUNTIES

KENT	NAVOPSPTCEN WILMINGTON DE
NEW CASTLE	NAVOPSPTCEN WILMINGTON DE
SUSSEX	NAVOPSPTCEN WILMINGTON DE

KENTUCKY COUNTIES

BOYD	NAVOPSPTCEN ELEANOR WV
CARTER	NAVOPSPTCEN ELEANOR WV
ELLIOT	NAVOPSPTCEN ELEANOR WV
FLOYD	NAVOPSPTCEN ELEANOR WV
GREENUP	NAVOPSPTCEN ELEANOR WV
HARLAN	COMNAVREG SOUTHEAST
JOHNSON	NAVOPSPTCEN ELEANOR WV

Enclosure (3)

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KENTUCKY COUNTIES

KNOTT	NAVOPSPTCEN ELEANOR WV
LAWRENCE	NAVOPSPTCEN ELEANOR WV
LETCHER	COMNAVREG SOUTHEAST
LEWIS	NAVOPSPTCEN ELEANOR WV
MAGOFFIN	NAVOPSPTCEN ELEANOR WV
MARTIN	NAVOPSPTCEN ELEANOR WV
MORGAN	NAVOPSPTCEN ELEANOR WV
PIKE	NAVOPSPTCEN ELEANOR WV
ROWAN	NAVOPSPTCEN ELEANOR WV

MAINE COUNTIES

ANDROSCOGGIN	NAS BRUNSWICK ME
AROOSTOOK	NAVOPSPTCEN BANGOR ME
CUMBERLAND	NAS BRUNSWICK ME
FRANKLIN	NAVOPSPTCEN BANGOR ME
HANCOCK	NAVOPSPTCEN BANGOR ME
KENNEBEC	NAS BRUNSWICK ME
KNOX	NAVOPSPTCEN BANGOR ME
LINCOLN	NAS BRUNSWICK ME
OXFORD	NAS BRUNSWICK ME
PENOBSCOT	NAVOPSPTCEN BANGOR ME

NOTE: NAS BRUNSWICK ME IS THE SUBAREA COORDINATOR FOR ALL TENNANT COMMANDS.

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MAINE COUNTIES

PISCATAQUIS	NAVOPSPTCEN BANGOR ME
SAGADAHOC	NAS BRUNSWICK ME
SOMERSET	NAVOPSPTCEN BANGOR ME
WALDO	NAVOPSPTCEN BANGOR ME
WASHINGTON	NAVOPSPTCEN BANGOR ME
YORK	PORTSMOUTH NAVSHIPYD NH

MARYLAND COUNTIES

GARRETT	NAVOPSPTCEN PITTSBURGH PA
SOMERSET	CACO - COMBATSYSCEN WOLLOPS IS VA Honors - COMNAVREG MIDLANT
WICOMICO	CACO - COMBATSYSCEN WOLLOPS IS VA Honors - COMNAVREG MIDLANT
WORCESTER	CACO - COMBATSYSCEN WOLLOPS IS VA Honors - COMNAVREG MIDLANT

MASSACHUSETTS COUNTIES

BARNSTABLE	NAVSTA NEWPORT RI
BERKSHIRE	
North of I-90	NAVOPSPTCEN ALBANY NY
South of I-90	NAVOPSPTCEN PLAINVILLE CT
BRISTOL	NAVSTA NEWPORT RI
DUKES	NAVSTA NEWPORT RI

NOTE: NAS BRUNSWICK ME IS THE SUBAREA COORDINATOR FOR ALL TENNANT COMMANDS.

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MASSACHUSETTS COUNTIES**ESSEX**

North of SR-97/133

South of SR-97/133

NAVYSHIPYD PORTSMOUTH NH

NAVOPSPTCEN QUINCY MA

FRANKLIN

NAVOPSPTCEN WORCESTER MA

HAMPDEN

NAVOPSPTCEN WORCESTER MA

AGAWAM VET CEMETERY

NAVSUBASE NEW LONDON CT

HAMPSHIRE

NAVOPSPTCEN WORCESTER MA

MIDDLESEX

North of I-495

South of I-495

NAVOPSPTCEN MANCHESTER NH

NAVOPSPTCEN QUINCY MA

NANTUCKET

NAVSTA NEWPORT RI

NORFOLK

NAVOPSPTCEN QUINCY MA

PLYMOUTH

North of SR-104/106 & I-495

South of SR-104/106 & I-495

NAVOPSPTCEN QUINCY MA

NAVSTA NEWPORT RI

SUFFOLK

NAVOPSPTCEN QUINCY MA

WORCESTER

NAVOPSPTCEN WORCESTER MA

NEW HAMPSHIRE COUNTIES**BELKNAP**

NAVOPSPTCEN MANCHESTER MA

CARROLL

NAVSHIPYD PORTSMOUTH NH

CHESHIRE

NAVOPSPTCEN MANCHESTER MA

COOS

NAS BRUNSWICK ME

GRAFTON

WHITE RIVER JCT VT

NOTE: NAVSHIPYD PORTSMOUTH NH IS THE SUBAREA COORDINATOR FOR ALL CACO ASSIGNMENTS TO TENNANT COMMANDS.

NEW HAMPSHIRE COUNTIES

HILLSBOROUGH	NAVOPSPTCEN MANCHESTER MA
MERRIMACK	NAVOPSPTCEN MANCHESTER MA
ROCKINGHAM	NAVSHIPYD PORTSMOUTH NH
STRAFFORD	NAVSHIPYD PORTSMOUTH NH
SULLIVAN	NAVOPSPTCEN MANCHESTER MA

NEW JERSEY COUNTIES

ATLANTIC	NAES LAKEHURST NJ
BERGEN	NAVOPSPTCEN BRONX NY
BURLINGTON	AEGIS TEC REP MTWN NJ
BG DOYLE VET CEMETERY	NAVOPSPTCEN FT DIX NJ
CAMDEN	AEGIS TEC REP MTWN NJ
CAPE MAY	NAES LAKEHURST NJ
CUMBERLAND	AEGIS TEC REP MTWN NJ
ESSEX	NAVOPSPTCEN BRONX NY
GLOUCESTER	AEGIS TEC REP MTWN NJ
HUDSON	NAVOPSPTCEN BRONX NY
HUNTERDON	WPNSTA EARLE NJ
MERCER	WPNSTA EARLE NJ
MIDDLESEX	WPNSTA EARLE NJ
MONMOUTH	WPNSTA EARLE NJ

NOTE: WPNSTA EARLE NJ AND NAES LAKEHURST NJ ARE SUBAREA COORDINATORS FOR ALL CACO ASSIGNMENTS TO TENNANT COMMANDS.

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NEW JERSEY COUNTIES

MORRIS	WPNSTA EARLE NJ
OCEAN	NAES LAKEHURST NJ
PASSAIC	WPNSTA EARLE NJ
SALEM	NAVOPSPTCEN WILMINGTON DE
SOMERSET	WPNSTA EARLE NJ
SUSSEX	WPNSTA EARLE NJ
UNION	NAVOPSPTCEN BRONX NJ
WARRER	WPNSTA EARLE NJ

NEW YORK COUNTIES

ALBANY	NAVOPSPTCEN ALBANY NY
ALLEGANY	NAVOPSPTCEN BUFFALO NY
BRONX	NAVOPSPTCEN BRONX NY
BROOME	NAVOPSPTCEN SYRACUSE NY
CATTARAUGUS	NAVOPSPTCEN BUFFALO NY
CAYUGA	NAVOPSPTCEN SYRACUSE NY
CHAUTAUQUA	NAVOPSPTCEN ERIE PA
CHEMUNG	NAVOPSPTCEN Rochester NY
CHENANGO	NAVOPSPTCEN SYRACUSE NY
CLINTON	NAVOPSPTCEN ALBANY NY
COLUMBIA	NAVOPSPTCEN ALBANY NY

NOTE: WPNSTA EARLE NJ AND NAES LAKEHURST NJ ARE SUBAREA COORDINATORS FOR ALL CACO ASSIGNMENTS TO TENNANT COMMANDS.

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NEW YORK COUNTIES

CORTLAND	NAVOPSPTCEN SYRACUSE NY
DELAWARE	NAVOPSPTCEN ALBANY NY
DUTCHESS	NAVOPSPTCEN ALBANY NY
ERIE	NAVOPSPTCEN BUFFALO NY
ESSEX	NAVOPSPTCEN ALBANY NY
FRANKLIN	NAVOPSPTCEN ALBANY NY
FULTON	NAVOPSPTCEN ALBANY NY
GENESEE	NAVOPSPTCEN BUFFALO NY
GREENE	NAVOPSPTCEN ALBANY NY
HAMILTON	NAVOPSPTCEN ALBANY NY
HERKIMER	NAVOPSPTCEN ALBANY NY
JEFFERSON	NAVOPSPTCEN SYRACUSE NY
KINGS	NAVOPSPTCEN BRONX NY
LEWIS	NAVOPSPTCEN SYRACUSE NY
LIVINGSTON	NAVOPSPTCEN ROCHESTER NY
MADISON	NAVOPSPTCEN SYRACUSE NY
MONROE	NAVOPSPTCEN ROCHESTER NY
MONTGOMERY	NAVOPSPTCEN ALBANY NY
NASSAU	NAVOPSPTCEN AMITYVILLE NY
NEW YORK	NAVOPSPTCEN BRONX NY
NIAGARA	NAVOPSPTCEN BUFFALO NY
ONEIDA	NAVOPSPTCEN SYRACUSE NY

NEW YORK COUNTIES

ONONDAGA	NAVOPSPTCEN SYRACUSE NY
ONTARIO	NAVOPSPTCEN ROCHESTER NY
ORANGE	NAVOPSPTCEN BRONX NY
ORLEANS	NAVOPSPTCEN BUFFALO NY
OSWEGO	NAVOPSPTCEN SYRACUSE NY
OTSEGO	NAVOPSPTCEN ALBANY NY
PUTNAM	NAVOPSPTCEN BRONX NY
QUEENS	NAVOPSPTCEN BRONX NY
RENSSELAER	NAVOPSPTCEN ALBANY NY
RICHMOND	NAVOPSPTCEN BRONX NY
ROCKLAND	NAVOPSPTCEN BRONX NY
SAINT LAWRENCE	NAVOPSPTCEN SYRACUSE NY
SARATOGA	NAVOPSPTCEN ALBANY NY
SCHENECTADY	NAVOPSPTCEN ALBANY NY
SCHOHARIE	NAVOPSPTCEN ALBANY NY
SCHUYLER	NAVOPSPTCEN ROCHESTER NY
SENECA	NAVOPSPTCEN ROCHESTER NY
STEUBEN	NAVOPSPTCEN ROCHESTER NY
SUFFOLK	NAVOPSPTCEN AMITYVILLE NY
SULLIVAN	NAVOPSPTCEN BRONX NY
TIOGA	NAVOPSPTCEN SYRACUSE NY
TOMPKINS	NAVOPSPTCEN SYRACUSE NY

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NEW YORK COUNTIES

ULSTER	NAVOPSPTCEN ALBANY NY
WARREN	NAVOPSPTCEN ALBANY NY
WASHINGTON	NAVOPSPTCEN ALBANY NY
WAYNE	NAVOPSPTCEN ROCHESTER NY
WESTCHESTER	NAVOPSPTCEN BRONX NY
WYOMING	NAVOPSPTCEN BUFFALO NY
YATES	NAVOPSPTCEN ROCHESTER NY

NORTH CAROLINA COUNTIES

ALAMANCE	NAVOPSPTCEN GREENSBORO NC
ALEXANDER	NAVOPSPTCEN GREENSBORO NC
ALLEGHANY	NAVOPSPTCEN GREENSBORO NC
ANSON	NAVOPSPTCEN CHARLOTTE NC
ASHE	NAVOPSPTCEN GREENSBORO NC
AVERY	NAVOPSPTCEN CHARLOTTE NC
BEAUFORT	NAVHOSP CHERRY POINT NC
BERTIE	NAVOPSPTCEN RALEIGH NC
BLADEN	NAVOPSPTCEN WILMINGTON NC
BRUNSWICK	NAVOPSPTCEN WILMINGTON NC
BUNCOMBE	NAVOPSPTCEN CHARLOTTE NC
BURKE	NAVOPSPTCEN CHARLOTTE NC
CABARRUS	NAVOPSPTCEN CHARLOTTE NC
CALDWELL	NAVOPSPTCEN CHARLOTTE NC

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NORTH CAROLINA COUNTIES

CAMDEN	COMNAVREG MIDLANT */
CARTERET	NAVHOSP CHERRY POINT NC
CASWELL	NAVOPSPTCEN GREENSBORO NC
CATAWBA	NAVOPSPTCEN CHARLOTTE NC
CHATHAM	NROTCU NC PIEDMONT REGION NC
CHEROKEE	COMNAVREG SOUTHEAST
CHOWAN	COMNAVREG MIDLANT */
CLAY	COMNAVREG SOUTHEAST
CLEVELAND	NAVOPSPTCEN CHARLOTTE NC
COLUMBUS	NAVOPSPTCEN WILMINGTON NC
CRAVEN	NAVHOSP CHERRY POINT NC
CUMBERLAND	NAVOPSPTCEN RALEIGH NC
CURRITUCK	COMNAVREG MIDLANT */
DARE	COMNAVREG MIDLANT */
DAVIDSON	NAVOPSPTCEN GREENSBORO NC
DAVIE	NAVOPSPTCEN GREENSBORO NC
DUPLIN	NAVHOSP CAMP LEJUENE NC
DURHAM	NROCTU NC PIEDMONT REGION NC
EDGECOMBE	NAVOPSPTCEN RALEIGH NC
FORSYTH	NAVOPSPTCEN GREENSBORO NC

***/ Casualty Assistance Calls will be rotated IAW enclosure (2).
Funeral Honors will be performed by COMNAVREG MIDLANT Ceremonial
Guard.**

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NORTH CAROLINA COUNTIES

FRANKLIN	NROCTU NC PIEDMONT REGION NC
GASTON	NAVOPSPTCEN CHARLOTTE NC
GATES	COMNAVREG MIDLANT */
GRAHAM	COMNAVREG SOUTHEAST
GRANVILLE	NROTCU NC PIEDMONT REGION NC
GREENE	NAVOPSPTCEN RALEIGH NC
GUILFORD	NAVOPSPTCEN GREENSBORO NC
HALIFAX	NAVOPSPTCEN RALEIGH NC
HARNETT	NAVOPSPTCEN RALEIGH NC
HAYWOOD	COMNAVREG SOUTHEAST
HENDERSON	COMNAVREG SOUTHEAST
HERTFORD	COMNAVREG MIDLANT */
HOKE	NAVOPSPTCEN RALEIGH NC
HYDE	NAVHOSP CHERRY POINT NC
IREDELL	NAVOPSPTCEN GREENSBORO NC
JACKSON	COMNAVREG SOUTHEAST
JOHNSTON	NAVOPSPTCEN RALEIGH NC
JONES	NAVHOSP CAMP LEJEUNE NC
LEE	NROTCU NC PIEDMONT REGION NC
LENOIR	NAVHOSP CAMP LEJEUNE NC

***/ Casualty Assistance Calls will be rotated IAW enclosure (2).
Funeral Honors will be performed by COMNAVREG MIDLANT Ceremonial
Guard.**

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NORTH CAROLINA COUNTIES

LINCOLN	NAVOPSPTCEN CHARLOTTE NC
MACON	COMNAVREG SOUTHEAST
MCDOWELL	NAVOPSPTCEN CHARLOTTE NC
MADISON	COMNAVREG SOUTHEAST
MARTIN	NAVOPSPTCEN RALEIGH NC
MECKLENBURG	NAVOPSPTCEN CHARLOTTE NC
MITCHELL	NAVOPSPTCEN CHARLOTTENC
MONTGOMERY	NAVOPSPTCEN CHARLOTTENC
MOORE	NAVOPSPTCEN GREENSBORO NC
NASH	NAVOPSPTCEN RALEIGH NC
NEW HANOVER	NAVOPSPTCEN WILMINGTON NC
NORTHAMPTON	NAVOPSPTCEN RALEIGH NC
ONSLOW	NAVHOSP CAMP LEJEUNE NC
ORANGE	NROTCU NC PIEDMONT REGION NC
PAMLICO	NAVHOSP CHERRY POINT NC
PASQUOTANK	COMNAVREG MIDLANT */
PENDER	NAVOPSPTCEN WILMINGTON NC
PERQUIMANS	COMNAVREG MIDLANT */
PERSON	NROTCU NC PIEDMONT REGION NC
PITT	NAVHOSP CHERRY POINT NC

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NORTH CAROLINA COUNTIES

POLK	COMNAVREG SOUTHEAST
RANDOLPH	NAVOPSPTCEN GREENSBORO NC
RICHMOND	NAVOPSPTCEN CHARLOTTE NC
ROBESON	NAVOPSPTCEN WILMINGTON NC
ROCKINGHAM	NAVOPSPTCEN GREENSBORO NC
ROWAN	NAVOPSPTCEN CHARLOTTE NC
RUTHERFORD	NAVOPSPTCEN CHARLOTTE NC
SAMPSON	NAVOPSPTCEN RALEIGH NC
SCOTLAND	NAVOPSPTCEN CHARLOTTE NC
STANLY	NAVOPSPTCEN CHARLOTTE NC
STOKES	NAVOPSPTCEN GREENSBORO NC
SURRY	NAVOPSPTCEN GREENSBORO NC
SWAIN	COMNAVREG SOUTHEAST
TRANSYLVANIA	COMNAVREG SOUTHEAST
TYRELL	COMNAVREG MIDLANT */
UNION	NAVOPSPTCEN CHARLOTTE NC
VANCE	NROTCU NC PIEDMONT REGION NC
WAKE	NAVOPSPTCEN RALEIGH NC
WARREN	NROTCU NC PIEDMONT REGION NC
WASHINGTON	COMNAVREG MIDLANT */

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NORTH CAROLINA COUNTIES

WATAUGA	NAVOPSPTCEN GREENSBORO NC
WAYNE	NAVOPSPTCEN RALEIGH NC
WILKES	NAVOPSPTCEN GREENSBORO NC
WILSON	NAVOPSPTCEN RALEIGH NC
YADKIN	NAVOPSPTCEN GREENSBORO NC
YANCEY	NAVOPSPTCEN CHARLOTTE NC

PENNSYLVANIA COUNTIES

ADAMS	CACO - NAVICP MECHANICSBURG PA Honors - NAVOPSPTCEN HARRISBURG PA
ALLEGHENY	CACO - Rotate NAVOPSPTCEN PITTSBURGH PA and NROTC Carnegie Mellon PA Honors - NAVOPSPTCEN PITTSBURGH PA
ARMSTRONG	CACO - Rotate NAVOPSPTCEN PITTSBURGH PA and NROTC Carnegie Mellon PA Honors - NAVOPSPTCEN PITTSBURGH PA
BEAVER	CACO - Rotate NAVOPSPTCEN PITTSBURGH PA and NROTC Carnegie Mellon Honors - NAVOPSPTCEN PITTSBURGH PA
BEDFORD	NAVOPSPTCEN EBENSBURG PA
BERKS	NAVOPSPTCEN LEHIGH VALLEY PA
BLAIR	NAVOPSPTCEN EBENSBURG PA
BRADFORD	NAVOPSPTCEN AVOCA PA
BUCKS	NAS JRB WILLOW GROVE PA

PENNSYLVANIA COUNTIES

BUTLER	CACO - Rotate NAVOPSPTCEN PITTSBURGH PA and NROTC Carnegie Mellon PA Honors - NAVOPSPTCEN PITTSBURGH PA
CAMBRIA	NAVOPSPTCEN EBENSBURG PA
CAMERON	CACO - NAVOPSPTCEN ERIE PA Honors - NROTC PENN STATE PA
CARBON	NAVOPSPTCEN LEHIGH VALLEY PA
CENTRE	CACO - NAVICP MECHANICSBURG PA Honors - NROTC PENN STATE PA
CHESTER	NAS/JRB WILLOW GROVE PA
CLARION	CACO - Rotate NAVOPSPTCEN PITTSBURGH PA and NROTC Carnegie Mellon PA Honors - NAVOPSPTCEN PITTSBURGH PA
CLEARFIELD	CACO - NAVOPSPTCEN EBENSBURG PA Honors - NROTC PENN STATE PA
CLINTON	CACO - NAVICP MECHANICSBURG PA Honors - NROTC PENN STATE PA
COLUMBIA	NAVOPSPTCEN AVOCA PA
CRAWFORD	NAVOPSPTCEN ERIE PA
CUMBERLAND	CACO - NAVICP MECHANICSBURG PA Honors - NAVOPSPTCEN HARRISBURG PA
DAUPHIN	CACO - NAVICP MECHANICSBURG PA Honors - NAVOPSPTCEN HARRISBURG PA
DELAWARE	NAS/JRB WILLOW GROVE PA
ELK	NAVOPSPTCEN ERIE PA
ERIE	NAVOPSPTCEN ERIE PA

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PENNSYLVANIA COUNTIES

FAYETTE	CACO - Rotate NAVOPSPTCEN PITTSBURGH PA and NROTC Carnegie Mellon PA Honors - NAVOPSPTCEN PITTSBURGH PA
FOREST	NAVOPSPTCEN ERIE PA
FRANKLIN	CACO - NAVICP MECHANICSBURG PA Honors - NAVOPSPTCEN HARRISBURG PA
FULTON	NAVOPSPTCEN EBENSBURG PA
GREENE	NAVOPSPTCEN PITTSBURGH PA
HUNTINGDON	NAVOPSPTCEN EBENSBURG PA
INDIANA	NAVOPSPTCEN EBENSBURG PA
JEFFERSON	NAVOPSPTCEN EBENSBURG PA
JUNIATA	CACO - NAVICP MECHANICSBURG PA Honors - NAVOPSPTCEN HARRISBURG PA
LACKAWANNA	NAVOPSPTCEN AVOCA PA
LANCASTER	NAVOPSPTCEN HARRISBURG PA
LAWRENCE	CACO - Rotate NAVOPSPTCEN PITTSBURGH PA and NROTC Carnegie Mellon PA Honors - NAVOPSPTCEN PITTSBURGH PA
LEBANON	CACO - NAVICP MECHANICSBURG PA Honors - NAVOPSPTCEN HARRISBURG PA
LEHIGH	NAVOPSPTCEN LEHIGH VALLEY PA
LUZERNE	NAVOPSPTCEN AVOCA PA
LYCOMING	CACO - NAVOPSPTCEN AVOCA PA Honors - NROTC PENN STATE PA
MCKEAN	NAVOPSPTCEN ERIE PA
MERCER	NAVOPSPTCEN ERIE PA

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PENNSYLVANIA COUNTIES

MIFFLIN	CACO - NAVOPSPTCEN EBENSBURG PA Honors - NROTC PENN STATE PA
MONROE	NAVOPSPTCEN AVOCA PA
MONTGOMERY	NAS JRB WILLOW GROVE PA
MONTOUR	NAVOPSPTCEN HARRISBURG PA
NORTHAMPTON	NAVOPSPTCEN LEHIGH VALLEY PA
NORTHUMBERLAND	NAVOPSPTCEN HARRISBURG PA
PERRY	CACO - NAVICP MECHANICSBURG PA Honors - NAVOPSPTCEN HARRISBURG PA
PHILADELPHIA, CITY OF	NAS JRB WILLOW GROVE PA
PIKE	NAVOPSPTCEN AVOCA PA
POTTER	CACO - NAVOPSPTCEN ERIE PA Honors - NROTC PENN STATE PA
SCHUYLKILL	NAVOPSPTCEN LEHIGH VALLEY PA
SNYDER	NAVOPSPTCEN HARRISBURG PA
SOMERSET	CACO - Rotate NAVOPSPTCEN PITTSBURGH PA and NROTC Carnegie Mellon PA Honors - NAVOPSPTCEN PITTSBURGH PA
SULLIVAN	NAVOPSPTCEN AVOCA PA
SUSQUEHANNA	NAVOPSPTCEN AVOCA PA
TIOGA	CACO - NAVOPSPTCEN AVOCA PA Honors - NROTC PENN STATE PA
UNION	NAVOPSPTCEN HARRISBURG PA
VENANGO	NAVOPSPTCEN ERIE PA
WARREN	NAVOPSPTCEN ERIE PA

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PENNSYLVANIA COUNTIES

WASHINGTON	CACO - Rotate NAVOPSPTCEN PITTSBURGH PA and NROTC Carnegie Mellon PA Honors - NAVOPSPTCEN PITTSBURGH PA
WAYNE	NAVOPSPTCEN AVOCA PA
WESTMORELAND	CACO - Rotate NAVOPSPTCEN PITTSBURGH PA and NROTC Carnegie Mellon PA Honors - NAVOPSPTCEN PITTSBURGH PA
WYOMING	NAVOPSPTCEN AVOCA PA
YORK	CACO - NAVICP MECHANICSBURG PA Honors - NAVOPSPTCEN HARRISBURG PA

RHODE ISLAND COUNTIES

BRISTOL	NAVSTA NEWPORT RI
KENT	CACO - NAVSTA NEWPORT RI Honors - NAVOPSPTCEN NEWPORT RI
NEWPORT	NAVSTA NEWPORT RI
PROVIDENCE	CACO - NAVSTA NEWPORT RI Honors - NAVOPSPTCEN NEWPORT RI
WASHINGTON North of SR-138/ East of SR-112 South of SR-138 / West of SR-112	CACO - NAVSTA NEWPORT RI Honors - NAVOPSPTCEN NEWPORT RI NAVSUBASE NEW LONDON CT

SOUTH CAROLINA COUNTIES

HORRY	NAVOPSPTCEN WILMINGTON SC
LANCASTER	NAVOPSPTCEN CHARLOTTE SC
YORK	NAVOPSPTCEN CHARLOTTE SC

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VERMONT COUNTIES

ADDISON	NAVOPSPTCEN WHITE RIVER JCT VT
BENNINGTON	NAVOPSPTCEN WHITE RIVER JCT VT
CALEDONIA	NAVOPSPTCEN WHITE RIVER JCT VT
CHITTENDEN	NAVOPSPTCEN WHITE RIVER JCT VT
ESSEX	NAVOPSPTCEN WHITE RIVER JCT VT
FRANKLIN	NAVOPSPTCEN WHITE RIVER JCT VT
GRAND ISLE	NAVOPSPTCEN WHITE RIVER JCT VT
LAMOILLE	NAVOPSPTCEN WHITE RIVER JCT VT
ORANGE	NAVOPSPTCEN WHITE RIVER JCT VT
ORLEANS	NAVOPSPTCEN WHITE RIVER JCT VT
RUTLAND	NAVOPSPTCEN WHITE RIVER JCT VT
WASHINGTON	NAVOPSPTCEN WHITE RIVER JCT VT
WINDHAM	NAVOPSPTCEN WHITE RIVER JCT VT
WINDSOR	NAVOPSPTCEN WHITE RIVER JCT VT

VIRGINIA COUNTIES

ACCOMACK	CACO - SURFCOMBATSYSCEN WALLOPS ISLAND VA Honors - COMNAVREG MIDLANT
ALBEMARLE	NROTC UVA CHARLOTTESVILLE VA
ALLEGHANY	NROTC VMI LEXINGTON VA
AMELIA	NAVOPSPTCEN RICHMOND VA

NOTE: NAVSTA NEWPORT RI IS THE SUBAREA COORDINATOR FOR ALL CACO ASSIGNMENTS TO TENNANT COMMANDS.

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VIRGINIA COUNTIES

AMHERST	NAVOPSPTCEN ROANOKE VA
APPOMATTOX	NAVOPSPTCEN ROANOKE VA
ARLINGTON	COMNAVDIST WASHINGTON DC
AUGUSTA	NROTC VMI LEXINGTON VA
BATH	NROTC VMI LEXINGTON VA
BEDFORD, CITY OF	NAVOPSPTCEN ROANOKE VA
BLAND	CACO - NAVOPSPTCEN ROANOKE VA Honors - NROTCU VIRGINIA TECH VA
BOTETOURT	NROTC VMI LEXINGTON VA
BRISTOL, CITY OF	COMNAVREG SOUTHEAST
BRUNSWICK	NAVOPSPTCEN RICHMOND VA
BUCHANAN	CACO - NAVOPSPTCEN ROANOKE VA Honors - NROTCU VIRGINIA TECH VA
BUCKINGHAM	NAVOPSPTCEN RICHMOND VA
BUENA VISTA, CITY OF	NROTC VMI LEXINGTON VA
CAMPBELL	NAVOPSPTCEN ROANOKE VA
CAROLINE	NAVOPSPTCEN RICHMOND VA
CARROLL	NAVOPSPTCEN ROANOKE VA
CHARLES CITY	NAVOPSPTCEN RICHMOND VA
CHARLOTTE	NAVOPSPTCEN RICHMOND VA
CHARLOTTESVILLE, CITY OF	NROTC UVA CHARLOTTESVILLE VA

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VIRGINIA COUNTIES

CHESAPEAKE, CITY OF	COMNAVREG MIDLANT */
CHESTERFIELD	NAVOPSPTCEN RICHMOND VA
CLARKE	COMNAVDIST WASHINGTON DC
CLIFTON FORGE, CITY OF	NROTC VMI LEXINGTON VA
COLONIAL HEIGHTS, CITY OF	NAVOPSPTCEN RICHMOND VA
COVINGTON, CITY OF	NROTC VMI LEXINGTON VA
CRAIG	NAVOPSPTCEN ROANOKE VA
CULPEPER	NROTC UVA CHARLOTTESVILLE VA
CUMBERLAND	NAVOPSPTCEN RICHMOND VA
DANVILLE, CITY OF	NAVOPSPTCEN GREENSBORO NC
DICKENSON	CACO - NAVOPSPTCEN ROANOKE VA Honors - NROTCU VIRGINIA TECH VA
DINWIDDIE	NAVOPSPTCEN RICHMOND VA
EMPORIA, CITY OF	COMNAVREG MIDLANT */
ESSEX	NAMARCORESCEN RICHMOND VA
FAIRFAX	COMNAVDIST WASHINGTON DC
FAUQUIER	COMNAVDIST WASHINGTON DC
FLOYD	NAVOPSPTCEN ROANOKE VA
FLUVANNA	NROTC UVA CHARLOTTESVILLE VA
FRANKLIN, CITY OF	COMNAVREG MIDLANT */

*/ Casualty Assistance Calls will be rotated IAW enclosure (2).
Funeral Honors will be performed by COMNAVREG MIDLANT Ceremonial
Guard.

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VIRGINIA COUNTIES

FRANKLIN	NAVOPSPTCEN ROANOKE VA
FREDERICK	COMNAVDIST WASHINGTON DC
FREDERICKSBURG, CITY OF	COMNAVDIST WASHINGTON DC
GALAX	NAVOPSPTCEN ROANOKE VA
GILES	CACO - NAVOPSPTCEN ROANOKE VA Honors - NROTCU VIRGINIA TECH VA
GLOUCESTER	COMNAVREG MIDLANT */
GOOCHLAND	NAVOPSPTCEN RICHMOND VA
GRAYSON	NAVOPSPTCEN ROANOKE VA
GREENE	NROTC UVA CHARLOTTESVILLE VA
GREENSVILLE	COMNAVREG MIDLANT */
HALIFAX	NAVOPSPTCEN ROANOKE VA
HAMPTON, CITY OF	COMNAVREG MIDLANT */
HANOVER	NAVOPSPTCEN RICHMOND VA
HARRISONBURG, CITY OF	NROTC VMI LEXINGTON VA
HENRICO	NAVOPSPTCEN RICHMOND VA
HENRY	NAVOPSPTCEN ROANOKE VA
HIGHLAND	CACO - NROTC VMI LEXINGTON VA Honors - NAVIOCOM SUGAR GROVE WV
HOPEWELL, CITY OF	NAVOPSPTCEN RICHMOND VA
ISLE OF WIGHT	COMNAVREG MIDLANT */

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Guard.**

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VIRGINIA COUNTIES

JAMES CITY	COMNAVREG MIDLANT */
KING AND QUEEN	NAVOPSPTCEN RICHMOND VA
KING GEORGE	COMNAVDIST WASHINGTON DC
KING WILLIAM	NAVOPSPTCEN RICHMOND VA
LANCASTER	COMNAVREG MIDLANT */
LEE	CACO - NAVOPSPTCEN ROANOKE VA Honors - NROTCU VIRGINIA TECH VA
LEXINGTON, CITY OF	NROTC VMI LEXINGTON VA
LOUDOUN	COMNAVDIST WASHINGTON DC
LOUISA	NAVOPSPTCEN RICHMOND VA
LUNENBURG	NAVOPSPTCEN RICHMOND VA
LYNCHBURG, CITY OF	NAVOPSPTCEN ROANOKE VA
MADISON	NROTC UVA CHARLOTTESVILLE VA
MARTINSVILLE, CITY OF	NAVOPSPTCEN ROANOKE VA
MATHEWS	COMNAVREG MIDLANT */
MECKLENBURG	NAVOPSPTCEN RICHMOND VA
MIDDLESEX	COMNAVREG MIDLANT */
MONTGOMERY	CACO - NAVOPSPTCEN ROANOKE VA Honors - NROTCU VIRGINIA TECH VA
NEWPORT NEWS, CITY OF	COMNAVREG MIDLANT */
NELSON	NROTC UVA CHARLOTTESVILLE VA

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Guard.**

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VIRGINIA COUNTIES

NEW KENT	NAVOPSPTCEN RICHMOND VA
NORFOLK, CITY OF	COMNAVREG MIDLANT */
NORTHAMPTON	CACO - SURFCOMBATSYSCEN WALLOPS ISLAND VA Honors - COMNAVREG MIDLANT
NORTHUMBERLAND	COMNAVREG MIDLANT */
NORTON, CITY OF	NAVOPSPTCEN ROANOKE VA
NOTTOWAY	NAVOPSPTCEN RICHMOND VA
ORANGE	NROTC UVA CHARLOTTESVILLE VA
PAGE	NROTC UVA CHARLOTTESVILLE VA
PATRICK	NAVOPSPTCEN ROANOKE VA
PETERSBURG, CITY OF	NAVOPSPTCEN RICHMOND VA
PITTSYLVANIA	NAVOPSPTCEN ROANOKE VA
PORTSMOUTH, CITY OF	COMNAVREG MIDLANT */
POWHATAN	NAVOPSPTCEN RICHMOND VA
PRINCE EDWARD	NAVOPSPTCEN RICHMOND VA
PRINCE GEORGE	NAVOPSPTCEN RICHMOND VA
PRINCE WILLIAM	COMNAVDIST WASHINGTON DC
PULASKI	CACO - NAVOPSPTCEN ROANOKE VA Honors - NROTCU VIRGINIA TECH VA
RADFORD, CITY OF	NAVOPSPTCEN ROANOKE VA
RAPPAHANNOCK	NROTC UVA CHARLOTTESVILLE VA

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Guard.**

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VIRGINIA COUNTIES

RICHMOND, CITY OF	NAVOPSPTCEN RICHMOND VA
RICHMOND	NAVOPSPTCEN RICHMOND VA
ROANOKE, CITY OF	NAVOPSPTCEN ROANOKE VA
ROANOKE	NAVOPSPTCEN ROANOKE VA
ROCKBRIDGE	NROTC VMI LEXINGTON VA
ROCKINGHAM	CACO - NROTC VMI LEXINGTON VA Honors - NAVIOMCOM SUGAR GROVE WV
RUSSELL	CACO - NAVOPSPTCEN ROANOKE VA Honors - NROTCU VIRGINIA TECH VA
SALEM	NAVOPSPTCEN ROANOKE VA
SCOTT	CACO - NAVOPSPTCEN ROANOKE VA Honors - NROTCU VIRGINIA TECH VA
SHENANDOAH	CACO - NROTC VMI LEXINGTON VA Honors - NAVIOMCOM SUGAR GROVE WV
SMYTH	CACO - NAVOPSPTCEN ROANOKE VA Honors - NROTCU VIRGINIA TECH VA
SOUTH BOSTON, CITY OF	NAVOPSPTCEN ROANOKE VA
SOUTHAMPTON	COMNAVREG MIDLANT */
SPOTSYLVANIA	COMNAVDIST WASHINGTON DC
STAFFORD	COMNAVDIST WASHINGTON DC
STAUNTON, CITY OF	NROTC VMI LEXINGTON VA
SUFFOLK, CITY OF	COMNAVREG MIDLANT */
SURRY	COMNAVREG MIDLANT */

*/ Casualty Assistance Calls will be rotated IAW enclosure (2).
Funeral Honors will be performed by COMNAVREG MIDLANT Ceremonial
Guard.

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VIRGINIA COUNTIES

SUSSEX	COMNAVREG MIDLANT */
TAZEWELL	CACO - NAVOPSPTCEN ROANOKE VA Honors - NROTCU VIRGINIA TECH VA
VIRGINIA BEACH, CITY OF	COMNAVREG MIDLANT */
WARREN	COMNAVDIST WASHINGTON DC
WASHINGTON	CACO - NAVOPSPTCEN ROANOKE VA Honors - NROTCU VIRGINIA TECH VA
WAYNESBORO, CITY OF	NROTC VMI LEXINGTON VA
WESTMORELAND	COMNAVDIST WASHINGTON DC
WILLIAMSBURG, CITY OF	COMNAVREG MIDLANT */
WINCHESTER, CITY OF	COMNAVDIST WASHINGTON DC
WISE	CACO - NAVOPSPTCEN ROANOKE VA Honors - NROTCU VIRGINIA TECH VA
WYTHE	CACO - NAVOPSPTCEN ROANOKE VA Honors - NROTCU VIRGINIA TECH VA
YORK	COMNAVREG MIDLANT */

WEST VIRGINIA COUNTIES

BARBOUR	NAVIOCOM SUGAR GROVE WV
BERKELEY	COMNAVDIST WASHINGTON DC
BOONE	NAVOPSPTCEN ELEANOR WV
BRAXTON	NAVOPSPTCEN ELEANOR WV
BROOKE	NAVOPSPTCEN MOUNDSVILLE WV

*/ Casualty Assistance Calls will be rotated IAW enclosure (2).
Funeral Honors will be performed by COMNAVREG MIDLANT Ceremonial Guard.

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WEST VIRGINIA COUNTIES

CABELL	NAVOPSPTCEN ELEANOR WV
CALHOUN	NAVOPSPTCEN ELEANOR WV
CLAY	NAVOPSPTCEN ELEANOR WV
DODDRIDGE	NAVOPSPTCEN MOUNDSVILLE WV
FAYETTE	NAVOPSPTCEN ELEANOR WV
GILMER	NAVOPSPTCEN ELEANOR WV
GRANT	NAVIOCOM SUGAR GROVE WV
GREENBRIER	NAVOPSPTCEN ELEANOR WV
HAMPSHIRE	COMNAVDIST WASHINGTON DC
HANCOCK	NAVOPSPTCEN MOUNDSVILLE WV
HARDY	NAVIOCOM SUGAR GROVE WV
HARRISON	NAVOPSPTCEN MOUNDSVILLE WV
JACKSON	NAVOPSPTCEN ELEANOR WV
JEFFERSON	COMNAVDIST WASHINGTON DC
KANAWHA	NAVOPSPTCEN ELEANOR WV
LEWIS	NAVOPSPTCEN ELEANOR WV
LINCOLN	NAVOPSPTCEN ELEANOR WV
LOGAN	NAVOPSPTCEN ELEANOR WV
MARION	NAVOPSPTCEN MOUNDSVILLE WV
MARSHALL	NAVOPSPTCEN MOUNDSVILLE WV
MASON	NAVOPSPTCEN ELEANOR WV
McDOWELL	NAVOPSPTCEN ELEANOR WV

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WEST VIRGINIA COUNTIES

MERCER	NAVOPSPTCEN ROANOKE VA
MINERAL	COMNAVDIST WASHINGTON DC
MINGO	NAVOPSPTCEN ELEANOR WV
MONONGALIA	NAVOPSPTCEN MOUNDSVILLE WV
MONROE	CACO - NAVOPSPTCEN ROANOKE VA Honors - NROTCU VIRGINIA TECH VA
MORGAN	COMNAVDIST WASHINGTON DC
NICHOLAS	NAVOPSPTCEN ELEANOR WV
OHIO	NAVOPSPTCEN MOUNDSVILLE WV
PENDLETON	NAVIOCOM SUGAR GROVE WV
PLEASANTS	NAVOPSPTCEN MOUNDSVILLE WV
POCAHONTAS	NAVIOCOM SUGAR GROVE WV
PRESTON	NAVOPSPTCEN MOUNDSVILLE WV
PUTNAM	NAVOPSPTCEN ELEANOR WV
RALEIGH	NAVOPSPTCEN ELEANOR WV
RANDOLPH	NAVIOCOM SUGAR GROVE WV
RITCHIE	NAVOPSPTCEN MOUNDSVILLE WV
ROANE	NAVOPSPTCEN ELEANOR WV
SUMMERS	CACO - NAVOPSPTCEN ROANOKE VA Honors - NROTCU VIRGINIA TECH VA
TAYLOR	NAVOPSPTCEN MOUNDSVILLE WV
TUCKER	NAVIOCOM SUGAR GROVE WV
TYLER	NAVOPSPTCEN MOUNDSVILLE WV

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WEST VIRGINIA COUNTIES

UPSHUR	NAVOPSPTCEN ELEANOR WV
WAYNE	NAVOPSPTCEN ELEANOR WV
WEBSTER	NAVOPSPTCEN ELEANOR WV
WETZEL	NAVOPSPTCEN MOUNDSVILLE WV
WIRT	NAVOPSPTCEN ELEANOR WV
WOOD	NAVOPSPTCEN MOUNDSVILLE WV
WYOMING	NAVOPSPTCEN MOUNDSVILLE WV

CANADIAN PROVINCES

ONTARIO	USN-CF PERS EXCH PROG *
ONTARIO/QUEBEC	DCMA AMERICAS (CANADA) *

* Call Groton CT Office for assignment.

COMNAVREGMIDLANTINST 1770.1A

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**SUBAREA COORDINATORS WITHIN COMNAVREG MIDLANT
FOR CASUALTY ASSISTANCE OFFICERS**

CONNECTICUT

NAVSUBASE NEW LONDON

MAINE

NAS BRUNSWICK

NEW JERSEY

WPNSTA EARLE

NAES LAKEHURST

PENNSYLVANIA

NAVICP MECHANICSBURG

NAS JRB WILLOW GROVE

NOSC PITTSBURGH

RHODE ISLAND

NAVSTA NEWPORT

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CASUALTY ASSISTANCE CALLS PROGRAM

MASS CASUALTY PLAN

Ref: (a) OPNAVINST 1770.1A
(b) BUMEDINST 5360.1

1. Situation

a. General. In response to a major disaster involving mass casualties (15 or more naval personnel at one site), immediate notification and assistance to the NOK is desired by the Department of the Navy (DON). All trained and designated CACOs and Chaplains are placed on an emergency standby. The CACO Regional PM and/or designees will receive information regarding the disaster along with the names of the injured and deceased personnel. In addition, the names and addresses of the NOK should be provided. Per reference (a), Navy Regional Commanders will prepare contingency plans for handling CACO functions during major disasters. Accordingly, COMNAVREG MIDLANT will establish a Mass Casualty Response Center (MCRC) to assign, inform, and assist the CACOs within their AOR.

b. Line of Authority. The chain of command for mass casualty operations is as follows:

(1) COMNAVREG MIDLANT - Responsible for management of the program.

(2) Commander, Navy Installations Command (CNIC) - Support role, i.e., funding.

(3) Type Commander (TYCOM) - Supporting role, as directed by Regional Commander, i.e., provide a pool of trained CACOs, escorts, and general morale and welfare of the families.

(4) Commander, Navy Personnel Command (COMNAVPERSCOM) - Technical support, i.e., provide coordinating authority; policy interpretation from DoD to Navy; centralized direction; clear, concise, and consistent guidance; and liaison with external agencies.

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2. Assumptions

a. Commander, Navy Personnel Command will notify all CACO Regional PMs, and/or designees, of a major disaster, and provide an official list of casualties due to mishap and/or hostile action.

b. The resultant increased volume of CAC/FHS Program activity from a mass casualty may be at a level that will not permit the Regional staff to respond to each notification requirement in a timely and expeditious manner. Whenever possible, in anticipation of such an event, the MCRC will be activated as far in advance as feasible.

c. Upon onset of a mass casualty, as the volume of phone calls at the Casualty Office start to exceed personnel capability, calls will then be rotated to the MCRC.

d. Should the mass casualty involve personnel assigned to any naval activity located within COMNAVREG MIDLANT, the number of personal notifications required of the servicemember's parent command may become too great for that command to manage. The Regional Commander or designee will then direct assignments from other local activities.

e. The disestablishment of the Region's MCRC will be at the discretion of the Regional Commander, typically following scheduled memorial services. All CACO requirements will then be addressed by the CACO Regional PM (CRPM).

3. Administration and Logistics

a. Time may not permit the CRPM or designee's office to personally assign and handle all cases. A Mass Casualty Watchbill has been established to augment the staff in order to accommodate the influx of CACO Office requirements. Together, this group will form the MCRC. The MCRC will be a 24/7 operation. The CRPM will determine the specific MCRC organization, i.e., number of shifts and duration. The framework below is provided for reference:

(1) MCRC will be divided into an adequate number of Watch sections, as needed; The shift duration will be set and adjusted according to the circumstances at time of execution, and will consist of the CRPM, or designee, will supervise the personnel assigning the CACOs, the drafting and releasing of message traffic, updating the statistics board, and any other CACO

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functions, as assigned (i.e., initiating and re-addressing messages), and that they are completed, and keep the OIC apprised of situations requiring command direction. Specific guidance may be required with regard to over-assignment of CACOs from an activity or the inability of a command or commands in certain areas to subsequently provide Navy Military Funeral Honors (MFH).

(2) A mobile MCRC has been developed by the CRPM in order to respond in the event that the activated MCRC is rendered inoperable.

b. The CRPM, with the assistance of the Senior Watch Officer (SWO), will maintain an effective MCRC staffing Watchbill, and will be responsible for assigning replacements to the Watchbill, as necessary. A copy of the MCRC Watchbill has been distributed. If the numbers of casualties exceed the Watch section's ability, additional personnel requirements will be drawn from tenant activities, as required.

c. The CRPM will provide updated information to CACOs as it is made available. The CACO will not request information directly from COMNAVPERSCOM without specific authorization from the Regional Commander or CRPM, thus reducing any potential misinformation while concurrently freeing-up the telephone lines at COMNAVPERSCOM.

d. Each CACO in Hampton Roads will be temporarily provided with a Government cellular telephone by the CRPM. The CACOs outside the Hampton Roads Area will be temporarily provided with a Government cellular telephone by their parent command.

4. Escort for the Remains

a. Port Mortuary, 436SVS at Dover AFB, Delaware, serves as the port of entry and primary provider of mortuary services for Navy in mass casualty situations. The command suffering the casualty, if feasible, will supply the escorts for the remains. If the impacted command is not able to provide the escorts, the CRPM will coordinate with the TYCOM, who will provide the substitute escorts.

b. Military Medical Support Office (MMSO), in accordance with reference (b), shall provide funding and overall coordination of travel arrangements through the Decedent Affairs Office (DAO) at Naval Medical Center (NAVMEDCEN), Portsmouth, Virginia. Where there is no DAO in the AOR, this coordination will be managed by the MMSO.

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5. Action

a. Commander, Fleet Forces Command (COMFLTFORCOM), TYCOMs, and COMNAVPERSCOM shall arrange with the CRPM for a command staff liaison to assist the COMNAVREG MIDLANT MCRC with all requests for information from their respective chain of command.

b. The CRPM will notify the appropriate action personnel within the COMNAVREG MIDLANT staff and commands in the Region when the MCRC stand-up is imminent, keeping the chains of command apprised, including other Regional Commanders' Casualty PMs, PAOs, and SWOs:

(1) Place all CACOs and Chaplains in an immediate standby status via Immediate naval message, or best means available.

(2) Contact other Regions, Fleet Family Support Centers (FFSC), NAVMEDCEN Portsmouth, and MMSO to advise of the activation of the MCRC.

(3) The Regional Commander will contact the Installation Commanders (IC) for base support (i.e., galley, berthing, childcare center, PAO, Security).

c. If COMNAVREG MIDLANT is the Region most affected by the mass casualty, the RCPM will, via the chain of command, request the presence of the nearest and least affected RCPM to assist with managing the casualties. The additional presence will be requested as long as the MCRC is activated, but not to exceed 4 weeks. Funding will be provided by Assisting the Regional Commander, and then a special supplemental will be requested via CNIC.

d. In the event of a Regional disaster that renders COMNAVREG MIDLANT CRPM and/or staff inoperable or unavailable to provide the necessary support, the least affected CRPM, through coordination with the other regions, will set-up operations at a designated site in the affected region. Designated alternate sites are:

(1) Primary MCRC (at Region's headquarters).

(2) Mobile MCRC.

(3) As designated by Disaster Preparedness Program Director (PD).

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e. Travel Cell. Commander, Navy Region, Mid-Atlantic will set-up a travel cell that will coordinate arrangements with COMNAVPERSCOM and set-up local means of transportation and lodging for family members and CACOs arriving in town to attend a memorial. A driver will be provided, at the discretion of the chain of command, as means of transportation for the NOK/CACO, thereby precluding the assignment of a family escort.

f. Public Affairs. Unless otherwise directed, all press inquiries will be referred to the Regional Public Affairs Officer (PAO) at COMNAVREG MIDLANT. Regional PAO will provide assistance, as appropriate, to TYCOM PAOs.

g. Fleet and Family Support Center (FFSC) will:

(1) Implement their Crisis Response Plan.

(2) Identify the FFSC Family Assistance Center (FAC) Coordinator as the primary POC to MCRC.

(3) Identify FFSC Command Post Coordinator as secondary POC to MCRC.

(4) Provide the MCRC, each hour at a minimum, an updated list of all families that have checked-in or out of the FFSC FAC via facsimile or E-Mail.

h. A regional mass casualty Web page, password protected, has been established and will be operational at the onset of a mass casualty. All CACOs will be able to access and provide daily updates to the MCRC. Access will be determined by CRPM. This Web page will include a file for each individual case, with access for all CACOs assigned to same case.

COMNAVREGMIDLANTINST 1770.1A
1 6 OCT 2006

CAC/FHS PROGRAM INFORMATION REPORT
(SAMPLE FORMAT)

(COMMAND LETTERHEAD)

1770
Ser 00/
(Date)

From: (Commanding Officer, Duty Station)
To: Commander, Navy Region, Mid-Atlantic (N12)

Subj: CASUALTY ASSISTANCE CALLS/FUNERAL HONORS SUPPORT PROGRAM
INFORMATION REPORT

Ref: (a) COMNAVREGMIDLANTINST 1770.1A

1. Per reference (a), the following information is submitted.

a. Commanding Officer

Rank and Full Name:
PRD or EAOS (whichever is first, and specify):
Work Phone Number:
Home Phone Number:
Pager Phone Number:
Cell Phone Number:
Office Code:
E-Mail Address:

b. Casualty Assistance Calls Officer (CACO)

Rank and Full Name:
PRD or EAOS (whichever is first, and specify):
Work Phone Number:
Home Phone Number:
Page Phone Number:
Cell Phone Number:
Facsimile (FAX) Machine Phone Number:
Office Code:
E-Mail Address:

Enclosure (6)

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c. Alternate CACO(s)

Rank and Full Name:
PRD or EAOS (whichever is first and specify):
Work Phone Number:
Home Phone Number:
Pager Phone Number:
Cell Phone Number:
Facsimile (FAX) Machine Phone Number:
Office Code:
E-Mail Address:

d. Funeral Honors Coordinator

Rank and Full Name:
PRD or EAOS (whichever is first and specify):
Work Phone Number:
Home Phone Number:
Pager Phone Number:
Cell Phone Number:
Facsimile (FAX) Machine Phone Number:
Office Code:
E-Mail Address:

2. Number of officer personnel on board with more than 2 years service, less Chaplains, is _____.

3. Number of senior enlisted (E-7 and above) on board is _____.

4. Number of junior enlisted (E-6 and below) on board is _____.

5. The Duty Office phone numbers of this command are:
(Commercial) _____, (DSN) _____,
(Fax) _____, (Pager) _____,
and (Cell) _____.

6. The Plain Language Address (PLA) used for sending messages to this command is: _____.

7. This command has _____ Catholic Chaplain(s); _____ Protestant Chaplain(s); _____ Jewish Chaplain(s); _____ no active duty Chaplain assigned; or other _____.

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8. The funeral detail information is provided below:

Can provide 6 individuals to act as pallbearers:	Yes/No.
Can provide 2 individuals to act as flag folders:	Yes/No.
Can provide or obtain rifles for a firing squad:	Yes/No.
Can provide or obtain the services of a bugler:	Yes/No.

(Commanding Officer's
Signature)

Copy to:
(Appropriate Area Coordinator)

CASUALTY ASSISTANCE CALLS PROGRAM

TO: NAVY PERSONNEL COMMAND (PERS-623)		RCS: BUPERS 1770-1	
VIA: CAC/FHS COORDINATOR		DATE:	
<p>A casualty assistance call was made and assistance rendered as indicated. The next of kin was requested to advise or contact me or my successor on any matter where difficulty is encountered and to advise when all payments for claims, benefits or rights are received. BUPERS and the cognizant CACO Coordinator will be advised when the case is closed. List an asterisk (*) beside any item to indicate the placement of comments in the Remarks Section.</p>			
NAME OF DECEASED:		RANK/RATE:	SSN:
			DATE OF DEATH:
NAME AND RELATIONSHIP OF PERSON BEING ASSISTED:		ADDRESS OF PERSON BEING ASSISTED:	
DATE BUPERS BENEFITS PACKAGE RECEIVED:	DATE COMMAND LETTER OF CONDOLENCE/CIRCUMSTANCES RECEIVED:		DATE AND TIME OF PERSONAL NOTIFICATION:
SUBJECT		ACTION (AS APPROPRIATE)	
		<small>DATE APPLIED FOR</small>	<small>DATE RECEIVED</small>
		<small>N/A</small>	<small>N/A</small>
CLAIMS AND APPLICATIONS SUBMITTED			
1.	REPORT OF CASUALTY (DD FORM 1300) (FURNISHED TO NEXT OF KIN AND OTHER AGENCIES)	N/A	
2.	BURIAL ENTITLEMENTS: A. NAVY B. SOCIAL SECURITY ADMINISTRATION		
3.	DEATH GRATUITY		
4.	UNPAID COMPENSATION (UNPAID PAY AND ALLOWANCES)		
5.	SURVIVOR BENEFIT PLAN ANNUITY (ALL ACTIVE DUTY DEATHS AND CERTAIN RESERVIST WHILE ON INACTIVE DUTY FOR TRAINING WITH QUALIFIED BENEFICIARIES)		
6.	SERVICEMEMBER'S GROUP LIFE INSURANCE (OSGLI) CLAIM		
7.	COMMERCIAL LIFE INSURANCE APPLICATION (INDICATE IN REMARKS THE NAME OF THE COMPANY WHICH COMMERCIAL INSURANCE IS CARRIED)		
8.	UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD (DD FORM 1173) (MAY INCLUDE MEDICAL CARE, EXCHANGE AND COMMISSARY PRIVILEGES)		
9.	A. DEPENDENTS' TRAVEL		
	1. FUNERAL TRAVEL (SETTLE AT LOCAL PSD)		
	2. BEDSIDE TRAVEL (SEND TO PERS-623 FOR PAYMENT)		
10.	TRANSPORTATION OF HOUSEHOLD GOODS/PERSONAL EFFECTS		
11.	SOCIAL SECURITY SURVIVOR BENEFITS (CALL 1-866-777-7887 MON-FRI 7:00 A.M. TO 4:00 P.M. EST TO FILE FOR BENEFITS. HEARING IMPAIRED MAY CALL 1-866-545-7316 TO FILE FOR BENEFITS, SAME HOURS AS ABOVE)		

CASUALTY ASSISTANCE CALLS PROGRAM (CONTINUED)

SUBJECT		ACTION (AS APPROPRIATE)		
		DATE APPLIED FOR	DATE RECEIVED	N/A
12.	FINANCIAL COUNSELING (OSGLI OR OTHER SOURCE)			
13.	THRIFT SAVINGS PLAN REFUND			
14.	FLAG CASE			
VETERANS AFFAIRS (VA) BENEFITS				
A. DEPENDENCY AND INDEMNITY COMPENSATION				
15.	1. SPOUSE			
	2. CHILDREN			
	3. PARENTS			
16.	GOVERNMENT HEADSTONE OR MARKER (APPLICATION NOT REQUIRED IF BURIAL IS IN NATIONAL CEMETARY)			
17.	MONTGOMERY GI BILL (MGIB) AND VETERANS EDUCATIONAL ASSISTANCE PROGRAM (VEAP)			
18.	PRESIDENTIAL MEMORIAL CERTIFICATE			
19.	VETERAN'S AFFAIRS (VA) EDUCATIONAL BENEFITS			
ASSISTANCE REQUIRED (INDICATE IN "REMARKS" TO WHOM REFERRED FOR ASSISTANCE)				
20.	GRIEF COUNSELING (SERVICE SUPPORT OR VA)			
21.	INCOME TAX (W-2 FURNISHED DIRECTLY TO NEXT OF KIN BY DFAS WITHOUT REQUEST UPON COMPLETION OF PROCESSING)			
22.	BANK ACCOUNTS, SAVINGS BONDS, SECURITIES, REAL ESTATE, WILL			
INVESTIGATIVE REPORTS REQUEST (AS APPLICABLE)				
23.	JAGMAN INVESTIGATION REPORT			
24.	NCIS INVESTIGATION REPORT			
25.	AIRCRAFT MISHAP INVESTIGATION REPORT			
26.	LINE OF DUTY INVESTIGATION (REQUIRED TO SATISFY ENTITLEMENT TO SBP AND DIC BENEFITS)			
<input type="checkbox"/> INITIAL <input type="checkbox"/> INTERIM <input type="checkbox"/> FINAL				
SPECIAL REQUEST MADE BY BENEFICIARY:				
ACTION TAKEN BY CACO (I.E., MILEAGE AND MANHOURS SPENT ON CASE):				
ACTION DESIRED BY NPC AS FOLLOWS:				

CASUALTY ASSISTANCE CALLS PROGRAM (CONTINUED)

GENERAL REMARKS (INCLUDE LIAISON AND CONTACTS WITH AGENCIES, INDIVIDUALS AND RELATIVES, COMMENTS, OBSERVATIONS, RECOMMENDATIONS AND COMMENTS OF NEXT OF KIN):

ADDRESS OF NEXT OF KIN:

☐ NO CHANGE ☐ NEW ADDRESS IS:

☐ E-MAIL:

**CACO DSN/COMMERCIAL
PHONE NUMBERS:**

**SIGNATURE AND RANK/RATE OF CACO MAKING
REPORT:**

ACTIVITY TO WHICH ATTACHED:

☐ **FORWARDED TO CAC/FHS PROGRAM MANGER** **DATE:**

FIRST ENDORSEMENT

FROM: CAC/FHS PROGRAM MANAGER

DATE:

TO: NAVY PERSONNEL COMMAND (PERS-623)

1. Forwarded.

SIGNATURE:

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CACO Reimbursement Procedures

1. All CACOs incurring personal expenses during their assignment will be reimbursed by COMNAVREG MIDLANT, as per the Joint Federal Travel Regulations (JFTR). Routine reimbursable expenses include POV mileage, tolls, and cellular telephone calls. Other expenses will be considered on a case-by-case basis.

2. To obtain reimbursement for expenditures, CACOs will submit the following documents to COMNAVREG MIDLANT Offices for review, verification, and liquidation by geographical area.

a. For the states of **Delaware, North Carolina, Pennsylvania, Virginia, West Virginia, portions of the Kentucky, Maryland, and South Carolina**, submit claims to the COMNAVREG MIDLANT Norfolk Office, 1510 Gilbert Street, Norfolk, VA 23511-2737, or by FAX to (757) 445-2115.

b. For the states of **Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, and Canadian providences**, submit claims to COMNAVREG MIDLANT Groton Office, Box 101, NAVSUBASE New London, Groton, CT 06349-5101.

3. **Required Documents and Procedures**

a. Standard Form 1164 (SF-1164).

b. All receipts for expenditures.

c. Electronic Funds Transfer Form.

d. Only official calls over the contracted plan will be reimbursed. If reimbursement for cellular calls is requested, CACOs will submit either the original or a Certified True Copy of the telephone bill with the calls highlighted.




e. All CACOs will submit claims on a monthly basis. The first claim will not be submitted prior to completion of the memorial service or funeral for the casualty. This first claim should reimburse the CACO for the majority of incurred expenses. The final claim will be submitted with the FINAL NAVPERS Form 1770/7.

4. If a CACO arrives at a NOK's residence and learns that the NOK has moved, the CACO may request reimbursement by submitting a Form SF-1164 with a statement that, upon reaching the given address, he or she discovered that the NOK had moved.

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS	1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE		2. VOUCHER NUMBER
			3. SCHEDULE NUMBER
<i>Read the Privacy Act Statement on the back of this form.</i>			5. PAID BY
4. CLAIMANT	a. NAME (Last, first, middle initial)	b. SOCIAL SECURITY NO.	
	JOHN E. DOE (CACO FOR (LAST NAME OF CASUALTY))	XXX-XX-XXXX	
	c. MAILING ADDRESS (Include ZIP Code)	d. OFFICE TELEPHONE NUMBER	
	123 ANY STREET HOMETOWN, VA XXXXX-XXXX	(XXX) XXX-XXXX	

DATE	C O D E	Show appropriate code in col. (b):		MILEAGE RATE **	AMOUNT CLAIMED			
					MILEAGE	FARE OR TOLL	ADD PER- SONS	TIPS AND MISCEL- LANEOUS
		(Explain expenditures in specific detail.)						
(a)	(b)	(c) FROM	(d) TO	NO. OF MILES (e)	(f)	(g)	(h)	(i)
1 OCT	A	COMMAND	RESIDENCE OF NOK	10	\$X.XX			
1 OCT	A	RESIDENCE OF NOK	COMMAND	10	\$X.XX			
XXXX		XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX					
3 OCT	B	CELLULAR BILL	(W/ITEMIZED BILL)					\$XX.XX
		SAMPLE ONLY	SAMPLE ONLY					
			SUBTOTALS CARRIED FORWARD FROM THE BACK					

If additional space is required continue on the back.

<p>8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)</p> <p style="text-align: center;"><i>Sign Original Only</i></p>	<p>10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.</p> <p style="text-align: center;"><i>Sign Original Only</i></p>						
<p>APPROVING OFFICIAL SIGN HERE </p> <p>DATE _____</p>	<p>CLAIMANT SIGN HERE </p> <p>DATE _____</p>						
<p>9. This claim is certified correct and proper for payment.</p> <p style="text-align: center;"><i>Sign Original Only</i></p> <p>AUTHORIZED CERTIFYING OFFICER SIGN HERE </p> <p>DATE _____</p>	<table border="1"> <tr> <td colspan="2">11. CASH PAYMENT RECEIPT</td> </tr> <tr> <td>a. PAYEE (Signature) _____</td> <td>b. DATE RECEIVED _____</td> </tr> <tr> <td>c. AMOUNT _____</td> <td>\$ _____</td> </tr> </table> <p>12. PAYMENT MADE BY CHECK NO. _____</p>	11. CASH PAYMENT RECEIPT		a. PAYEE (Signature) _____	b. DATE RECEIVED _____	c. AMOUNT _____	\$ _____
11. CASH PAYMENT RECEIPT							
a. PAYEE (Signature) _____	b. DATE RECEIVED _____						
c. AMOUNT _____	\$ _____						

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS	1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE	2. VOUCHER NUMBER
		3. SCHEDULE NUMBER
<i>Read the Privacy Act Statement on the back of this form.</i>		5. PAID BY
4. CLAIMANT	a. NAME (Last, first, middle initial)	b. SOCIAL SECURITY NO.
	c. MAILING ADDRESS (Include ZIP Code)	d. OFFICE TELEPHONE NUMBER

[illegible][illegible]

<p align="center"><i>Sign Original Only</i></p>		<p align="right">DATE</p>	
<p>APPROVING OFFICIAL SIGN HERE</p>		<p>CLAIMANT SIGN HERE</p>	<p>11. CASH PAYMENT RECEIPT</p>
<p>9. This claim is certified correct and proper for payment.</p>		<p>a. PAYEE (Signature)</p>	<p>b. DATE RECEIVED</p>
<p>AUTHORIZED CERTIFYING OFFICER SIGN HERE</p>		<p>c. AMOUNT</p>	
<p align="center"><i>Sign Original Only</i></p>		<p>12. PAYMENT MADE BY CHECK NO.</p>	
<p>ACCOUNTING CLASSIFICATION</p>			

[illegible]

DoD Overprint 4/2002

4

ENCLOSURE (8)

16 OCT 2006

ELECTRONIC FUNDS TRANSFER (EFT) CERTIFICATE

AUTHORITY: DEBT COLLECTION IMPROVEMENT ACT OF 1996, PUBLIC LAW 104-1354. PUBLIC LAW 104-134 REQUIRES THAT ALL FEDERAL PAYMENTS SHALL BE PAID BY MEANS OF EFT.

PURPOSE: TO ENSURE REIMBURSEMENTS ARE MADE TO MILITARY MEMBERS AND CIVILIAN EMPLOYEES WHO PERFORM OFFICIAL TRAVEL ARE CREDITED IN THEIR ELECTRONIC FUNDS TRANSFER ACCOUNT IN TIMELY MANNER.

ROUTINE USES: TO AUTHORIZE A FINANCIAL INSTITUTION CHOSEN BY AN INDIVIDUAL TO CREDIT THEIR EFT ACCOUNTS.

DISCLOSURE IS MANDATORY. FAILURE TO FURNISH INFORMATION REQUESTED MAY RESULT IN NON-PAYMENT OF TRAVEL PAY ENTITLEMENTS OR MAY DELAY RECEIPT OF PAYMENT TO YOUR EFT ACCOUNT.

NAME: _____ SSN: _____
(Last, First, MI)

ADDRESS: _____

HOME PHONE: _____

FINANCIAL INSTITUTION NAME: _____

* FINANCIAL INSTITUTION'S ROUTING TRANSIT NUMBER (RTN): _____

* (OBTAIN FROM FINANCIAL INSTITUTION OR BOTTOM PART OF YOUR PERSONAL CHECK, OR YOU MAY ATTACH A "VOID" CHECK AT BOTTOM OF FORM.)

ACCOUNT TYPE (CHECK ONE) : ☐ CHECKING ☐ SAVINGS

ACCOUNT NUMBER: _____

SIGNATURE: _____ DATE: _____
